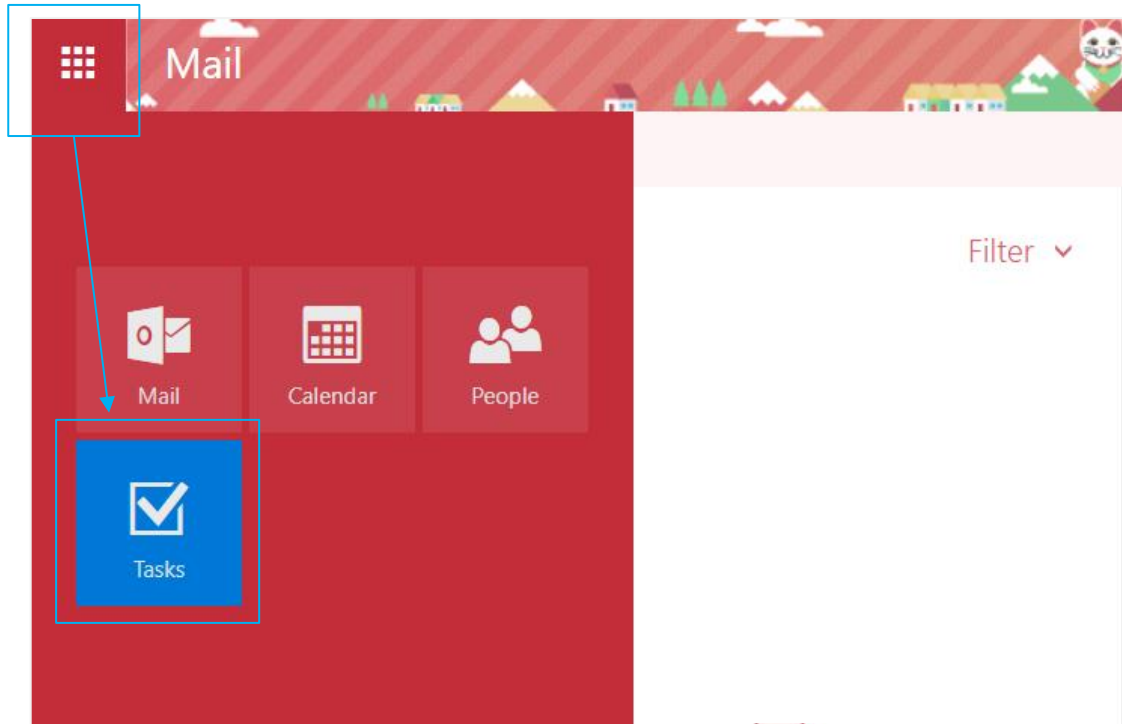
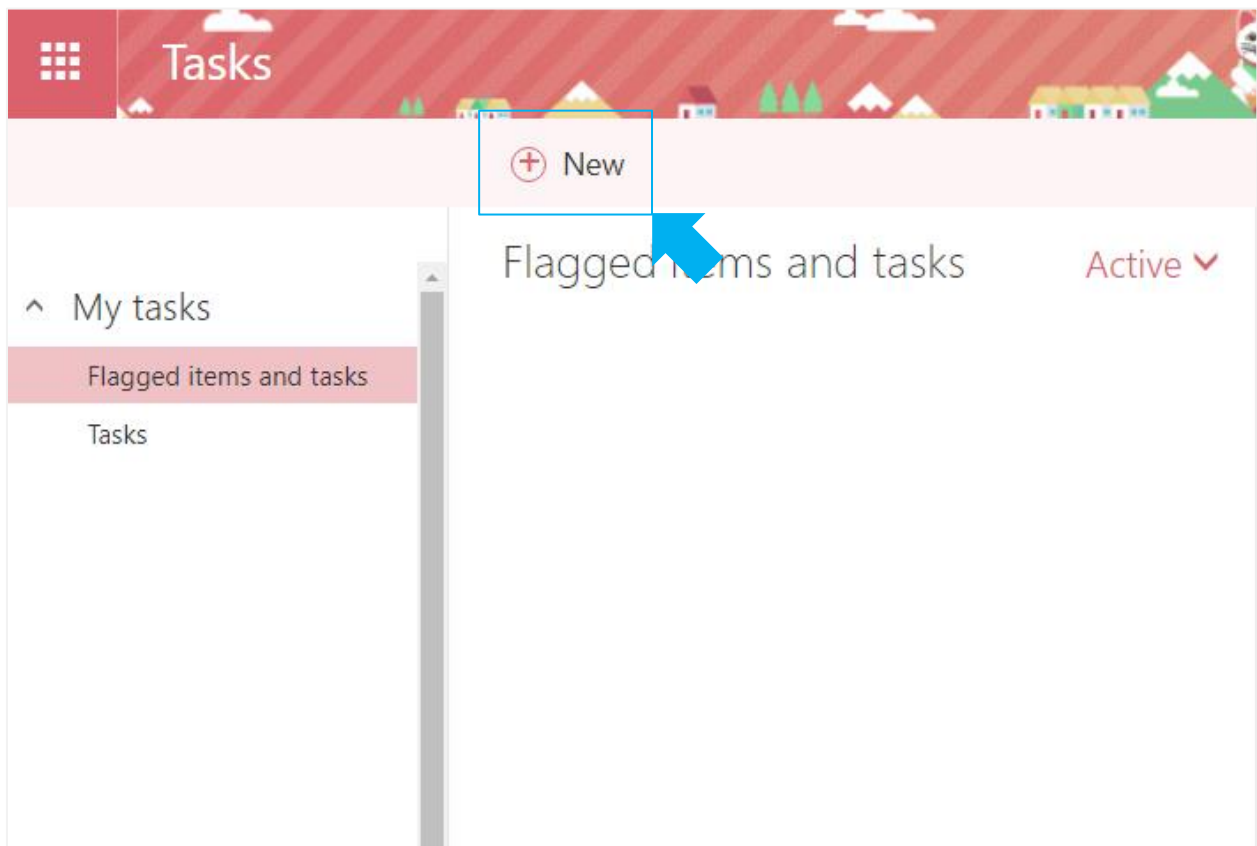


# Add Tasks

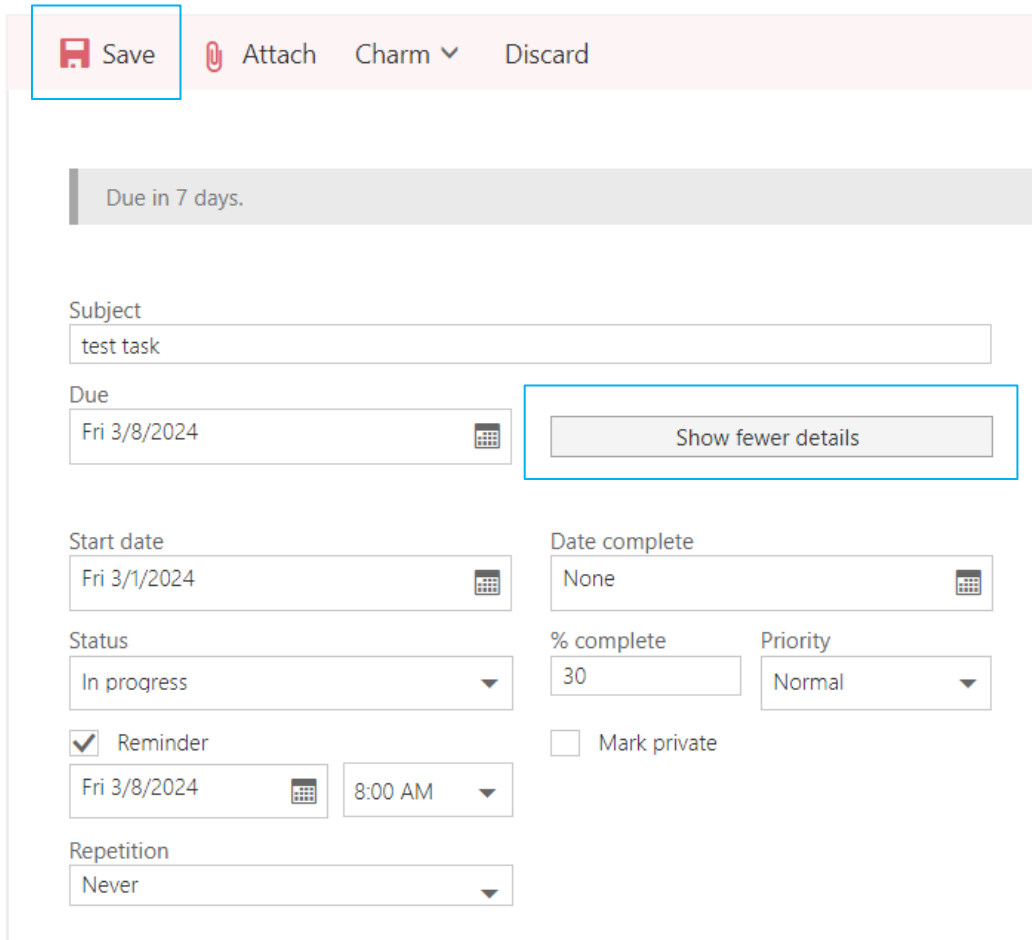
1. Click **Tasks** .



2. Click **New** .



3. Fill in the details ,then click **【Save】** .



Save Attach Charm Discard

Due in 7 days.

Subject  
test task

Due  
Fri 3/8/2024

Show fewer details

Start date  
Fri 3/1/2024

Date complete  
None

Status  
In progress

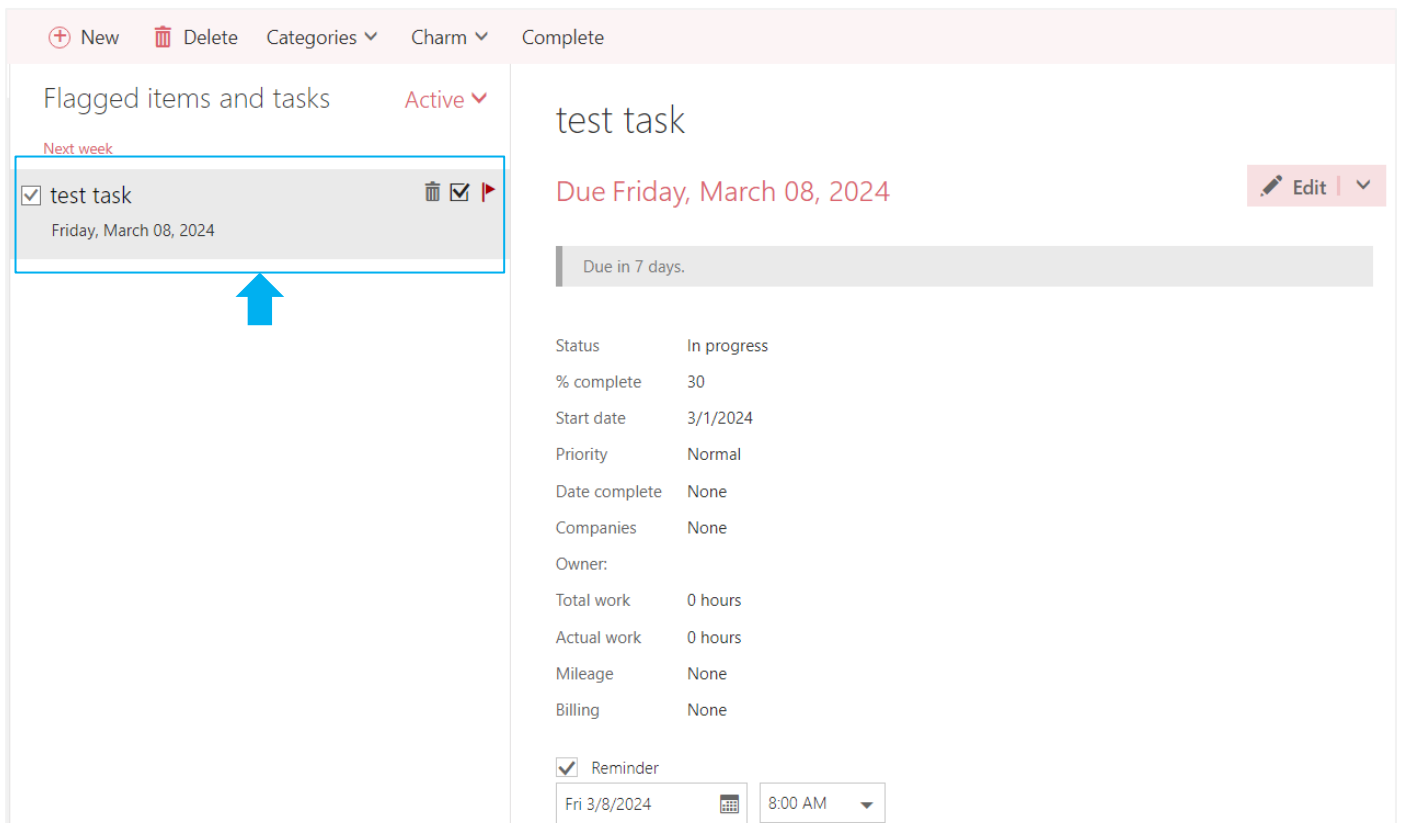
% complete  
30

Priority  
Normal

Reminder  
Fri 3/8/2024 8:00 AM

Repetition  
Never




4. The tasks will show here.



New Delete Categories Charm Complete

Flagged items and tasks Active

Next week

test task   

Friday, March 08, 2024

test task

Due Friday, March 08, 2024 Edit

Due in 7 days.

Status In progress

% complete 30

Start date 3/1/2024

Priority Normal

Date complete None

Companies None

Owner:

Total work 0 hours

Actual work 0 hours

Mileage None

Billing None

Reminder  
Fri 3/8/2024 8:00 AM